Before you can be paid for time worked, each of these steps must be completed:

<table>
<thead>
<tr>
<th>Step</th>
<th>Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Enter Student Time Worked</td>
<td>Student</td>
</tr>
<tr>
<td>2. Print Timesheet (if required by department)</td>
<td>Student</td>
</tr>
<tr>
<td>3. Print Adjustment Timesheet (if applicable)</td>
<td>Student</td>
</tr>
<tr>
<td>4. Approve Reported Time</td>
<td>Department Time Approver</td>
</tr>
</tbody>
</table>

This guide describes step #1.

**DEADLINES**

You must **enter** and **submit** all time worked for a month by 11:59 pm on the 2\textsuperscript{nd} calendar day of the following month, even if the 2\textsuperscript{nd} falls on a weekend. **As of the 3\textsuperscript{rd} calendar day of each month, you will be locked out of the prior Pay Period and will not be able to enter time or make any changes.**

If you need to make any adjustments to a prior pay period, you must submit an Adjustment Timesheet. Follow the “**Printing Your Adjustment Timesheet**” guide (http://www.csub.edu/selfservice/guides) to print and submit the timesheet to your Department Timekeeper for approval. The Adjustment Timesheet must then be forwarded to Payroll Services for processing.

**1.0 Log into myCSUB**

**1.1 Navigation**

**Note:** To gain access to Time & Labor, you must first sign up with Payroll Services.

Select the **myCSUB** link from the CSUB home page or navigate directly to http://my.csub.edu

Enter your Net ID and password to log into **myCSUB**. Your initial password will be your four digit birth year and the last four digits of your social security number.

If you need help obtaining and/or using your Net ID, refer to the appropriate help links located on the **myCSUB** web page for assistance.

For additional assistance, Quick Reference Guides are available from the following locations:

Self Service Guides for Students: http://www.csub.edu/selfservice/guides
2.0 Enter Time Worked

2.1 Navigation

**Self Service > Time Reporting > Report Time > Timesheet**

2.2 Enter Time

If you have only one active job, the Timesheet will be displayed. Enter the total number of hours worked on each calendar day.

Any hours worked after midnight should be entered on the following day. Enter time in tenths of an hour increments (i.e., .3, .5, .8) using the following table to report fractions of hours:

<table>
<thead>
<tr>
<th>Minutes</th>
<th>Tenths</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-15</td>
<td>0.3</td>
</tr>
<tr>
<td>16-30</td>
<td>0.5</td>
</tr>
<tr>
<td>31-45</td>
<td>0.8</td>
</tr>
<tr>
<td>46-60</td>
<td>1.0</td>
</tr>
</tbody>
</table>
If you have multiple active jobs, you will be presented with a list of jobs to choose from. Select the job for which you wish to enter time by clicking on the row containing information for that job (i.e. Department Description, Hourly Wage, Position Description, etc.) If you have any questions as to which job you should report time to, contact your Department Timekeeper for assistance.

2.3 Submit Time

When time entry is complete you must submit the time.

- Click the “Submit” button to save and submit the time to your supervisor.
- Time must be submitted by 11:59 pm on the 2nd calendar day of the month after the end of the Time Period.
- If you fail to submit your time by the 2nd calendar day of the month, payment may be delayed.

A Submit Confirmation page will display after you submit your time. If this is not displayed, your time has not been submitted.

Click “OK” to continue. This will return you to the Timesheet page.

Click on “Sign Out” at the top right of the page to exit myCSUB before closing the browser window. If you fail to do so, others could access your records from the same computer.
2.4 Adjustments

As previously mentioned, any corrections to a prior pay period will be considered an Adjustment and must be reported on an Adjustment Timesheet. This includes a situation where no time was entered or submitted for a month. To print an Adjustment Timesheet, refer to the Quick Reference Guide entitled “Printing Your Adjustment Timesheet” http://www.csub.edu/selfservice/guides